STATUTES and RULES,

Relating to the

INSPECTION and USE

OF THE

BRITISH MUSEUM.

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AND

For the BETTER SECURITY, and
PRESERVATION of the ſame:

By ORDER of the

TRUSTEES.

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PRICE

STATUTES and RULES, relating to the Inſpection and Uſe of the BRITISH MUSEUM; and for the better Security, and Preſervation of the ſame: by Order of the TRUSTEES.

THIS Muſeum, tho' chiefly deſigned for the uſe of learned and ſtudious men, both natives and foreigners, in their reſearches into the ſeveral parts of knowledge; yet being a national eſtabliſhment, founded

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by Authority of Parliament, it may be judged reaſonable, that the advantages accruing from it ſhould be rendered as general as poſſible. But as it is of a more extenſive nature, than any other before eſtabliſhed, it doth require ſome particular rules and reſtrictions relating to the inſpection, uſe and ſecurity thereof, ſuited to the nature of its inſtitution; the different quality of the things, of which it conſiſts; and ſuch attendance of the Officers, as may be juſtly expected from them. Therefore the Truſtees of the Britiſh Muſeum, at a General Meeting aſſembled, do hereby make, conſtitute, and eſtabliſh the Statutes, Rules, and Ordinances following, viz.

I.

The times when the MUSEUM is to be kept open.

1. THAT the Muſeum be kept open at the hours mentioned below, every day throughout the year, except Saturday and Sunday in each week; and likewiſe except Chriſtmas-day and one week after; one week after Eaſter-day and Whitſun-day reſpectively; Good Friday, and all days, which are now, or ſhall hereafter be, ſpecially appointed for Thankſgivings or Faſts by Publick Authority.

2. THAT between the months of September and April incluſive, from Monday to Friday incluſive, the Muſeum

ſeum be opened from nine o'clock in the morning till three in the afternoon ; and likewiſe at the ſame hours on Tueſday, Wedneſday, and Thurſday, in May, June, July, and Auguſt; but on Monday and Friday, only from four o'clock to eight in the afternoon, during thoſe four months, except at the times above excepted.

II.

II.

The manner of admiſſion to view the MUSEUM.

1. THAT ſuch ſtudious and curious perſons, as are deſirous to ſee the Muſeum, ſhall make their application to the Porter, in writing; which application ſhall contain their names, condition, and places of abode; as alſo the day and hour at which they deſire to be admitted; and ſhall be delivered to him before nine in the morning, or between four and eight in the evening, on ſome preceding day: and that the ſaid names, together with the reſpective additions, ſhall be entred in a regiſter to be kept by the Porter. And the Porter ſhall, and is hereby required, to lay ſuch re-

giſter every night before the Principal Librarian; or, in his abſence, before the Under Librarian, who ſhall officiate as Secretary for the time being, or in his abſence, before one of the other Under Librarians; to the end that the Principal, or ſuch Under Librarian, may be informed, whether the perſons ſo applying be proper to be admitted according to the Regulations made, or to be made, by the Truſtees for that purpoſe. And if he ſhall judge them proper, he ſhall direct the Porter to deliver Tickets to them, according to their requeſt, on their applying a ſecond time for the ſaid Tickets.

2. THAT no more than ten Tickets be delivered out, for each hour of admittance; which Tickets, when brought by the reſpective perſons therein named,

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are to be ſhewn to the Porter; who is thereupon to direct them to a proper room appointed for their reception, till their hour of ſeeing the Muſeum be come; at which time they are to deliver their Tickets to the proper Officer of the firſt department: and that five of the perſons, producing ſuch Tickets, be attended by the Under Librarian, and the other five by the Aſſiſtant, in each department.

3. THAT the ſaid number of Tickets be delivered for the admiſſion of company at the hours of nine, ten, eleven, or twelve reſpectively, in the morning; and at the hours of four or five, in the afternoon of thoſe days, in which the Muſeum is to be open at that time: and that, if application be made by a greater number of perſons, than can be

accommodated on that day and hour, which they had named; the perſons laſt applying have Tickets granted them for ſuch other day and hour, as will be moſt convenient for them; provided it be within ſeven days; a ſufficient number of Tickets being ordered to be left in the hands of the Porter, for that purpoſe.

4. THAT if the number of perſons producing Tickets for any particular hour does not exceed five, they be deſired to join in one company; which may be attended either by the Under Librarian, or Aſſiſtant, as ſhall be agreed on between them.

5. THAT if any perſons having obtained Tickets, be prevented from making uſe of them, they be deſired to

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ſend them back to the Porter in time; that other perſons wanting to ſee the Muſeum may not be excluded.

6. THAT the ſpectators may view the whole Muſeum in a regular order, they are firſt to be conducted through the department of Manuſcripts and Medals; then the department of natural and artificial Productions; and afterwards the department of printed Books, by the particular Officers aſſigned to each department.

7. THAT one hour only be allowed to the ſeveral companies, for gratifying their curioſity in viewing each department, ſo that the whole inſpection for each company may be finiſhed in three hours; and that each company keep together in that room, in which the

the Officer who attends them, ſhall then be.

8. THAT a catalogue of the reſpective printed Books, Manuſcripts, and other parts of the Collection, diſtinguiſhed by numbers, be depoſited in ſome one room of each department, to which the ſame ſhall reſpectively belong, as ſoon as the ſame can be prepared.

9. THAT written numbers, anſwering to thoſe in the Catalogues, be affixed both to the Books, and other parts of the Collection, as far as can conveniently be done.

10. THAT in paſſing through the rooms, if any of the ſpectators deſire to ſee any Book, or other part of the Collection,

lection, it be handed to them by the Officer, as far as is consistent with the security of the Collection, to be judged of by the said Officer; who is to restore it to its place, before they leave the room: that no more than one such Book, or other part of the Collection, be delivered at a time to the same company: and that the Officer do give the company any information they shall desire, relating to that part of the Collection which is under his care.

11. THAT upon the expiration of each hour, notice be given of it by ringing a bell; at which time the several companies shall remove out of the department, in which they then are, to make room for fresh companies.

12. That

12. THAT the Coins and Medals, except ſuch as the ſtanding Committee ſhall order, from time to time, to be placed in glaſs caſes, be not expoſed to view, but by leave of the Truſtees, in a general meeting; or the ſtanding Committee; or of the principal Librarian: that they be ſhewn between the hours of one and three in the afternoon by one of the Officers, who have the cuſtody of them: that no more than two perſons be admitted into the room to ſee them at the ſame time, unleſs by particular leave of the principal Librarian; who in ſuch caſe is required to attend, together with the ſaid Officer, the whole time: and that but one thing be taken or continue out of the cabinets and drawers at a time, which is to be done by the Officer, who ſhall replace it, before any perſon preſent goes out of the room.

13. That

13. THAT if any of the perſons, who have Tickets, come after the hour marked in the ſaid Tickets, but before the three hours allotted them are expired, they be permitted to join the company appointed for the ſame hour, on their removing into another department; in order to ſee the remaining part of the Collection, if they deſire it.

14. THAT the Muſeum be conſtantly ſhut up at all other times, but thoſe above mentioned.

15. THAT if any perſons are deſirous of viſiting the Muſeum more than once, they may apply for Tickets in the manner above mentioned, at any other times, and as often as they pleaſe: provided that no one perſon has Tickets at the ſame time for more days than one.

16. THAT no children be admitted into the Muſeum.

17. THAT no Officer, or Servant, take any fee, reward, or gratuity, of any perſon whatſoever; except in ſuch Caſes as are herein after mentioned, under the penalty of immediate diſmiſſion.

III.

III.

The manner of admitting perſons, who deſire to make uſe of the MUSEUM for Study; or ſhall have occaſion to conſult the ſame for Evidence, or Information.

1. THAT no one be admitted to make uſe of the Muſeum for Study, but by leave of the Truſtees, in a General Meeting, or the ſtanding Committee: and that the ſaid leave be not granted for a longer term than half an year, without a freſh application.

2. THAT a Book be kept in the reading room, under the cuſtody of the Officer of the ſaid room; who is to enter therein the names of the ſeveral perſons who have leave of admiſſion, together with the reſpective dates of the orders of the Truſtees for that purpoſe, and the duration of the ſame.

3. THAT a particular room be allotted for the perſons ſo admitted, in which they may ſit, and read or write, without interruption, during the time the Muſeum is kept open: that a proper Officer do conſtantly attend in the ſaid room, ſo long as any ſuch perſon, or perſons, ſhall be there: and for the greater eaſe and convenience of the ſaid perſons,

as

as well as ſecurity of the Collection, it is expected; that notice be given in writing the day before, by each perſon, to the ſaid Officer, what Book or Manuſcript he will be deſirous of peruſing the following day; which Book or Manuſcript on ſuch requeſt, will be lodged in ſome convenient place in the ſaid room, and will from thence be delivered to him by the Officer of the ſaid room: excepting however ſome Books and Manuſcripts of great value, or very liable to be damaged, and on that account judged by the Truſtees not fit to be removed out of the library to which they belong; without particular leave obtained, of the Truſtees, in a General Meeting, or the ſtanding Committee, for that purpoſe; a Catalogue whereof

whereof will be kept by the Officer of the reading room.

4. THAT ſuch perſons be allowed to take one or more Extracts from any printed Book, or Manuſcript; and that either of the Officers of the department, to which ſuch printed Book or Manuſcript belongs, be at liberty to do it for them, upon ſuch terms, as ſhall be agreed on between them.

5. THAT the tranſcriber do not lay the paper, on which he writes, upon any part of the Book, or Manuſcript, he is uſing.

6. THAT no whole Manuſcript, nor the greater part of any, be tranſcribed, without leave from the Truſtees,

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in a General Meeting, or the ſtanding Committee.

7. THAT every perſon ſo intruſted with the uſe of any Book, or Manuſcript, return the ſame to the Officer attending, before he leaves the room.

8. THAT if any perſon engaged in a work of learning, have occaſion to make a drawing of any thing contained in the department of Natural and Artificial productions, or to examine it more carefully than can be done in the common way of viewing the Muſeum; he is to apply to the Truſtees in a General Meeting, or the ſtanding Committee, for particular leave for that purpoſe: it not being thought proper, unleſs in particular caſes, to have them removed from

from their places, and out of the ſight of the officer who has the care of them.

9. THAT whenſoever, and as often as any perſon ſhall have occaſion to conſult or inſpect any Book, Charter, Deed, or other Manuſcript for Evidence or Information, other than for ſtudying, which is herein before provided for; he is to apply for leave ſo to do, to the Truſtees in a General Meeting, or the ſtanding Committee. But if the caſe ſhould require ſuch diſpatch as that time cannot be allowed for making ſuch application, the perſon is to apply for ſuch leave to the Principal Librarian; or, in caſe of his death or abſence, ſuch of the Under Librarians as ſhall officiate as Secretary for the time being: which leave the

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Principal Librarian, or the Under Librarian officiating as Secretary for the time being, as aforeſaid, is hereby impowered to grant. Provided always, that no ſuch perſon ſhall be permitted to conſult or inſpect any ſuch Book, Charter, Deed, or other Manuſcript; except in the preſence of the Principal Librarian, or of one of the Officers of that department to which ſuch Book, Deed, Charter, or other Manuſcript ſhall belong.

10. THAT no part of the Collection or Collections belonging to this Muſeum, be at any time carried out of the General Repoſitory; except ſuch Books, Charters, Deeds, or other Manuſcripts as may be wanted to be made uſe of in Evidence. And that when any

ſuch Book, Charter, Deed, or other Manuſcript ſhall be wanted to be made uſe of in Evidence, application ſhall be made in writing for that purpoſe, to the Truſtees in a General Meeting, or the ſtanding Committee: and if the caſe ſhould require ſuch diſpatch, as not to admit of an application to the Truſtees in a General Meeting, or the ſtanding Committee then to the Principal Librarian; or in caſe of his death or abſence, then to ſuch of the Under Librarians as ſhall officiate as Secretary for the time being: and thereupon by their or his direction, the ſame ſhall and may be carried out of the General Repoſitory, to be made uſe of in evidence as aforeſaid, by the Under Librarian or Aſſiſtant of the department

to

to which ſuch Book, Charter, Deed, or other Manuſcript ſhall belong. And in caſe the ſaid Under Librarian, or Aſſiſtant of the ſaid department be diſabled, or cannot attend; then by ſuch other of the Under Librarians, or Aſſiſtants, as ſhall be appointed by the Truſtees, in a General Meeting, or the ſtanding Committee, or by the Chief Librarian, or by ſuch of the Under Librarians as ſhall officiate as Secretary for the time being aforeſaid. And the perſon who ſhall be appointed to carry out the ſame, ſhall attend the whole time, and bring it back with him again; for which extraordinary trouble and attendance it is expected that a proper ſatisfaction be made to him.

ALTHO' it may be prefumed, that perſons who ſhall be admitted to ſee the Muſeum, will in general conform themſelves to the Rules and Orders abovementioned; yet as it may happen, that theſe Rules may not always be duly obſerved: the Truſtees think it neceſſary for the Safety and Preſervation of the Muſeum, and do hereby order, That in caſe any perſons ſhall behave in an improper manner, and contrary to the ſaid Rules, and ſhall continue ſuch misbehaviour after having been admoniſhed by

by one of the Officers; ſuch perſons ſhall be obliged forthwith to withdraw from the Muſeum; and their names ſhall be entered in a Book to be kept by the Porter: who is hereby ordered not to deliver Tickets to them for their admiſſion for the future; without a ſpecial direction from the Truſtees in a General Meeting.

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